

WHITTIER LAW SCHOOL

REGISTRATION BULLETIN



FALL 2018
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RESPONSIBILITY FOR REGISTRATION POLICIES AND PROCEDURES

Students are responsible for reading and understanding all published policies and procedures regarding registration, including but not limited to those contained in this registration bulletin. Additional detail regarding applicable policies may be contained in the Policy Manual available online. <https://www.law.whittier.edu/index/student-affairs/policy-manual/> Students should contact the appropriate department with questions.

ONLINE REGISTRATION

Registration will take place online through <https://my.whittier.edu>. If you have questions, please contact the Registrar at registrar@law.whittier.edu.

PETITIONS

If you need to submit petitions regarding unit overloads, please submit them as soon as reasonably possible to the Registrar. Petitions for change of program (from full time to part time or part time to full time) must be submitted to the Dean. **Note:** If you are currently part time and would like to enroll in more than ten units for Fall 2018 or Spring 2019, your Change of Program petition must have been granted in advance of your registration date, so please submit the form as soon as reasonably possible.

To access forms, click here: <http://www.law.whittier.edu/index/registrar/forms-center/>.

ACADEMIC COUNSELING

Students should attend academic advising sessions to learn important information about degree requirements, scheduling, and academic policies. Students may also make appointments to see the Registrar, Dean McColl, or Dean Hasl. For a list of required courses as well as suggestions about what year to take certain courses, see the later section of this bulletin and also click here:

<https://www.law.whittier.edu/index/registrar/degree-requirements/>

Please note: Students who do not follow the recommended schedule often have difficulty meeting graduation requirements in subsequent semesters.

WINTER INTERSESSION

Students can enroll in a maximum of two (2) units during the Winter Intersession. Students who are receiving financial aid for the Fall 2018 semester are eligible to receive additional financial aid for the Winter Intersession by submitting a Service Request Form for Winter Intersession Financial Aid application to the Office of Financial Aid no later than December 15th, 2018. Awards will cover the cost of tuition only. For questions, please contact the Office of Financial Aid.

REGISTRATION POLICIES

Add / Drop Deadlines

Prior to and including the first week of a semester, a student may add or drop a course at his or her discretion, unless the course requires instructor permission. If the course requires instructor permission, the student must complete and submit an Add/Drop Form to the Registrar's Office.

After the add/drop period has ended, a student may add or drop a course only with the approval of the Dean. The student should use an Add/Drop Form to obtain such approval.

During the last three weeks of the semester and the last two weeks of the summer session, a student may not add any course and may withdraw from a course only with approval of the Dean.

Please consider your curriculum carefully as requests to make changes after the first week of classes may result in financial penalties. All withdrawals after the add/drop period will result in a "W" (withdrawal) on the transcript.

Limited Enrollment Classes

Any course may be closed if enrollment exceeds the number of students allowed in the type of course or if the demand exceeds the seating capacity in a given classroom. Once a class is full, any remaining students will be placed on a wait-list. If a space in the course opens up, an email will be sent to you and you will have 48 hours to sign up for the class. You are responsible for checking your poets account regularly. Once your 48-hour time period lapses, your spot will go to the next person on the waitlist and cannot be undone.

Once registered, failure to attend the first meeting of an elective class may result in being administratively withdrawn from the class.

Externships / Clinics

Students may sign up for clinics and externships with Susie Dickman.

Students enrolling in their initial externship must enroll in the separate 1-unit Learning from Practice course. Students enrolling in a subsequent externship (advanced externship) are not required to enroll in Learning from Practice, unless they wish to use the advanced externship units to satisfy the experiential module requirement.

NEW GRADING AND GRADUATION RULES – EFFECTIVE FALL 2018 FOR ALL STUDENTS

“Mastery Curriculum” - The Upper Division Retake Requirement

Effective immediately, the mandatory performance and re-take requirements set forth in Paragraph 9.e.iii of the Academic Rules and Regulations are no longer applicable to any student currently enrolled at Whittier Law School.

There have been no changes made to Paragraph 9.e.i (Failing Grades – In General) or Paragraph 9.e.ii (Failing Grades in Required Courses). You must pass all courses required for graduation.

Effective immediately, there is no longer a 6-unit maximum for courses taken at other law schools, and students are no longer prohibited from taking required course and California Bar tested courses at other law schools. (The restrictions set forth in Paragraph 12.e.ii and Paragraph 12.3.vi of the Academic Rules and Regulations have been eliminated. The rules contained in Paragraph 12.3.i, iii, iv, v, and vii remain in effect.)

Our Policy Manual has been revised to reflect these changes. Here is a summary of the requirements that apply if you wish to receive credit for a course taken at another school:

1. You must obtain approval in advance of taking the course. Please complete the visiting off-campus form and provide the course description(s) of the class(es) you wish to take.
 - a. You can find the form at:
<https://www.law.whittier.edu/index/registrar/forms-center/>
 - b. You can drop off a hard copy to Dean McColl or email him a scanned copy, whichever is more convenient for you. Please make sure to attach the course description(s).
2. Credit will be granted only for work that is officially recorded by the host institution and recorded on an alpha numeric grading scale. The grade must meet the minimum standard for a passing grade at Whittier Law School, which is a C equivalent or higher.
3. You may not take a course that is “substantially similar” to a course that you have already taken at Whittier Law School.
4. Your Whittier Law School transcript will reflect only a “pass” for courses taken at another school, and the units will not count towards your cumulative grade point average.

5. If you would like to use the course to satisfy the requirements of a certificate or concentration, you must obtain the approval of the Director of the certificate or concentration.

TEACHING ASSISTANTS AND RESEARCH ASSISTANTS

A student may be a Teaching Assistant for no more than two courses in the same semester, whether the work is done for monetary compensation or for academic credit.

Students may earn academic credit (or pay, if student is work-study eligible) as Research Assistants (R.A.) for Whittier Law School full-time faculty members. The predominant function of R.A.s is scholarly research. Prior to registering as an R.A., students must obtain written approval from the professor on a petition form and submit it to the Dean.

A student who enrolls for credit as a Teaching Assistant or Research Assistant is required to work a minimum of fifty six (56) hours to receive one unit of credit. An instructor may require a student Teaching Assistant or Research Assistant to work more than 56 hours to receive this credit; however, an instructor may not require a student to work more than seventy (70) hours per unit credit without the permission of the Dean or the Dean's designate. Teaching Assistants or Research Assistants enrolled for credit will not be granted compensation for hours worked in excess of the minimum required to receive credit.

INDEPENDENT STUDY (1, 2, or 3 units)

Independent Studies require a student to produce written work of approximately 15-20 pages per unit, at a level of quality equivalent to at least a 3.0. Generally a supervising professor for Independent Studies must be a faculty member of Whittier Law School. Independent Study is subject to prior approval of the professor and of the Dean before the date of registration. Students who wish to enroll in an Independent Study must complete an Independent Study Petition Form <https://www.law.whittier.edu/resources/registrar/independent-study-20160901.pdf> and present the signed petition to the Registrar's Office. Students may earn no more than (3) units for independent study in any one semester. Please note that approval of independent studies for 3 units is highly unusual.

CERTIFICATES AND CONCENTRATIONS

Students who wish to declare their intention to receive a certificate or concentration must submit the following completed form to the Registrar: <https://www.law.whittier.edu/resources/registrar/registrar-Declaration-of-concentration.pdf>. If you no longer wish to pursue a concentration or certificate it is your responsibility to undeclare it. Inaction could result in delay of graduation. Students seeking to be relieved of specific requirements should petition the Dean for such relief.

UNIT LIMITATIONS

Semester Unit Limitations and the Overload Petition Requirement

Full-time students may only register for a 16th or 17th unit, and part-time students may only take an 11th unit, if they meet the eligibility requirements in the Policy Manual and submit an overload petition to the Dean. Approval of an overload petition does not enroll a student in any class; students must separately enroll in classes. Full-time students must pay for the 16th and 17th unit, and part-time students must pay for the 11th unit, in addition to the full-time or part-time tuition, respectively. The overload petition form is available on the website at <https://www.law.whittier.edu/index/forms/overload-request>. Students should submit their overload petition forms well in advance if they want to ensure that their petitions are resolved prior to their registration window. Overload petitions submitted after that date will be accepted on a rolling basis, but the Dean cannot guarantee that they will be processed prior to the registration window.

Other Unit Limitations

At least 68 of the units earned toward graduation must have been earned in graded courses. For purposes of this rule, a course is “graded” if the student receives an alphanumeric grade for the course at Whittier Law School.

A maximum total of ten units for externship will count toward graduation. This does not include units earned in Learning from Practice. You must take a minimum of 2 units of externship at a time.

A maximum total of six units for clinic will count toward graduation. You must take a minimum of 2 units of clinic in your first enrollment.

ACADEMIC INFORMATION

Academic Calendars

2018-2019 Academic Calendars can be found on the [Registrar Web page](#).

Change in Enrollment Status

To change status (PTD, FTD) you must petition to the Associate Dean for Student and Alumni Engagement. [The Change of Program form can be found here](#).

Degree Audits (DegreeWorks)

Students are responsible for monitoring and tracking their progress toward degree completion. Students can access DegreeWorks from the My Info tab in my.whittier.edu.

Degree Information

Degree requirements for all Certificates, Concentrations, and Centers are outlined on the following [Whittier Law School Web page](#).

For ease of reference, general degree requirements for full time and part time students are detailed on the next page of this bulletin. Degree requirements are also found in the Policy Manual, and all students are responsible knowing the degree requirements contained therein: <https://www.law.whittier.edu/index/student-affairs/policy-manual/>

Students who do not follow the recommended schedule often have difficulty meeting graduation requirements in subsequent semesters.

General degree requirements for current students: full-time and part-time

Full-Time Students

1st Year Required Courses: Civil Procedure, Criminal Law, Contracts, Lawyering Skills 1 & 2, Legal Mind, Real Property, Torts, Academic Success Practicum.

<u>2nd Year Required Courses</u>	<u>3rd Year Required Courses</u>
<ul style="list-style-type: none"> Constitutional Law I and II (6 units) Bar Exam Fundamentals I and II* (2 units) (formerly known as Legal Methods I and II) 	<ul style="list-style-type: none"> Legal Analysis Workshop I (3 units) Legal Analysis Workshop II (3 units)

Remaining Required Courses

Business Associations	4 units	You should take before your last year, if possible
Criminal Procedure	3 units	You should take before your last year
Evidence	4 units	You should take before your last year
Lawyering Skills 3	2 units	You should take in your 2L year
Professional Responsibility	3 units	You should take before your last year (&MPRE)
Experiential module (units with "EXP")	3 units	Satisfy with Clinic, Externship, or Course

Recommended Courses: Wills and Trusts, Community Property, and Remedies. California Legal Analysis Workshop (3L).

Part-Time Students

1st Year Required Courses: Criminal Law, Contracts, Lawyering Skills 1 & 2, Legal Mind, Real Property, Academic Success Practicum.

<u>2nd Year Required Courses</u>	<u>3rd Year Required Courses</u>	<u>4th Year Required Courses</u>
<ul style="list-style-type: none"> Torts I and II (6 units) Constitutional Law I and II (6 units) Civil Procedure I – Spring 2018 (4 units)** 	<ul style="list-style-type: none"> Civil Procedure II – Fall 2018 (2 units)** Bar Exam Fundamentals I and II (2 units) (f/k/a Legal Methods I and II) 	<ul style="list-style-type: none"> Legal Analysis Workshop I (3 units) Legal Analysis Workshop II (3 units)

**Part-Time 2Ls are not required to take Civil Procedure I (4 units) in Spring 2018 if doing so will conflict with their schedules. They may wait until Spring 2019.

Remaining Required Courses

Business Associations	4 units	You should take before your last year, if possible
Criminal Procedure	3 units	You should take before your last year
Evidence	4 units	You should take before your last year
Lawyering Skills 3	2 units	You should take in your 2L year
Professional Responsibility	3 units	You should take before your last year (&MPRE)
Experiential module ("EXP" units)	3 units	Satisfy with Clinic, Externship, or Course

Recommended Courses: Wills and Trusts, Community Property, and Remedies. California Legal Analysis Workshop (4L).

Experiential Learning Requirements: Evidence and Experiential Module

Evidence: Students entering in Fall 2016 (or later) must take Evidence (LAW 406) in an experiential format. Evidence courses that satisfy this requirement will contain an “EXP” designation in the title in the Schedule of Classes. This requirement is in addition to the Experiential Module requirement below.

Experiential Module: All students must take at least three (3) units of elective coursework designated as experiential as a requirement to graduate. Coursework that qualifies as “experiential” for purposes of the upper-division experiential requirement will be designated by containing an “EXP” in the course title in the Schedule of Classes.

Legal Analysis Workshop I and II (LAW I and II)

Students must take Legal Analysis Workshop I and Legal Analysis Workshop II in their final two semesters of attendance. Students must enroll in the main section of LAW I and LAW II, as applicable.

Students who fail to enroll in or complete LAW I or LAW II in the applicable semester due to leave of absences, withdrawals, or similar considerations should contact the Dean.

GRADES

Final grades are available via my.whittier.edu roughly 2-4 weeks after the exam.

FINANCIAL AID AND BUSINESS OFFICE

Changing status, taking a leave, etc. may have implications on your financial obligations to the school. Please review the Business Office and Financial Aid sections of Whittier Law School’s website and the Policy Manual for more information.

OTHER WHITTIER LAW SCHOOL POLICIES

Call Whittier Law School policies are available on the Whittier Law School website at <https://www.law.whittier.edu/resources/apply/Policy-Manual-2018-2019.pdf>. A revised Policy Manual containing changes to the Rules and Regulations and other school policies will be posted on the Law School website at the beginning of each fall semester. The Law School reserves the right to make additional changes to the policies during the course of the year.

SPECIFIC COMMENTS REGARDING THE 2018-2019 ACADEMIC SCHEDULE

Students should take required courses when they are offered. They will not be offered again as a result of the closing of the Law School.

The 2018-2019 schedule includes on-line courses offered by iLaw, an approved provider of quality on-line educational courses. No additional charges will be made for the on-line courses offered through Whittier Law School. The cost will be part of the regular tuition charges applicable to the number of hours taken.

The only clinic which will be offered during the year will be the Special Education Law Clinic.